



Hello!

Thank you for choosing to complete your clinical rotation at the Loma Linda VA. Below you will find the steps, to be completed in order, by you for onboarding prior to the start of your rotation. Please note that your packet cannot be processed until all forms have been completed and submitted. **The entire onboarding process takes up to 8 weeks to complete.** Please reach out to the specified Point of Contact (POC) listed for each step for help as needed.

☐ **Step 1:** Trainee onboarding for the first time may retrieve, complete, and submit application packet found [HERE](#) to VHALOMClinicalEducation@va.gov

IMPORTANT: It is required that you submit **2 pieces** of valid government issued identification with your onboarding packet. Accepted forms of ID are: **Passport, Driver's License** OR **Social Security Card**. Your onboarding packet cannot be processed without submission of identification.

Please see below instructions for forms included in the application packet:

SF 61 Form -Only print and sign your name. HR will input the official start date.

Application for Health Professions Trainees- Complete entire form, sign and date page 3 (box 24A) and page 4.

NOTE: If applicable please also submit a copy of your Certificate of Naturalization.

Declaration for Federal Employment OF-306 -Please complete, **sign and date line 17a. Sign only line 17b.**

NOTE: HR will enter start date on **17b** for Trainee.

Fingerprint Form -Please complete entire form. Passport number only needed if applicable for dual citizenship.

Appointment Letter -Complete trainee title, date rotation begins and date rotation ends. Sign and date.

Random Drug Testing Notification and Acknowledgement- Print, sign and date.

Applicant Statement of Selective Service Registration Status (Males only) (VA Form-5578 Form)- Only required for Male Trainees- Check appropriate box, sign and date.

I-9 Form-On page 1 please complete /sign /and date. HR will fill out page 2 with student ID's sent in. **If born outside of the country also include a copy of your naturalization certificate with your onboarding packet.**

VA Security ROB Form -Please print, sign, date, position title and put your phone/cell number.

New Employee Infor for Badge - Complete all sections.

VA Form 710 – Complete all sections

Self-ID Handicap SF2561 – Complete top portion: Name, DOB, SSN and Disability Code.

Race Form SF181 – Complete Name, SSN and DOB at top. Complete Questions 1 and 2 at the bottom.

Educational Data Form VA4637 – Select **ONE** box from sections A or B (One total, not one from each section).

Complete Part II. Choose from one of the following codes for box **2B**:

240102 – General Studies

510000 - Health Services/Allied Health/Health Sciences, General

511102 - Pre-Medicine/Pre-Medical Studies

513817 – Nursing Education

- ☐ **Step 2:** Complete mandatory TMS training **VA 3192008 Mandatory Training for Trainees Refresher Course** (see below TMS instructions).

- TMS Point of Contact: Raquel.Rodriguez@va.gov



HPT Self Enrollment
Instructions for TMS

- ☐ **Step 3:** Trainee completes final paperwork with Human Resources (HR) (WOC letter and Clinical Trainee Registration Form – both provided at time of HR contact)
- HR Representative Michele Howard will contact trainee to complete.
 - If you have not received a call from HR within **4 weeks** of submitting an application please contact: Michele.Howard2@va.gov or (909) 583-6558.
 - Michele will schedule fingerprint appointment for trainee once HR processing is complete.

NOTE: Trainee CANNOT begin their rotation until fingerprints have been cleared by HR

- ☐ **Step 4:** After fingerprints are completed trainee may contact their Service Level Resident Coordinator for further processing:
- **PIV Badge:** PIV badges are issued by appointment only **after** trainee is sponsored by Resident Coordinator. PIV Appointments can be made by calling x2872
 - **Computer Access:** Coordinators will provide you with access codes and instructions on how to use them

Service Level Coordinators/Points of Contact:

Anesthesia- Christian De Guzman (Christian.Deguzman@Va.Gov)

Emergency-Gary Pennington (Gary.Pennington@Va.Gov)

Medicine Services-Katrina Dorsey (Katrina.Dorsey2@Va.Gov)

Nephrology-Leslie Christopher (Leslie.Christopher@Va.Gov)

Neurology-Dr. Ester Byun (Esther.Byun@va.gov)

Pathology Services -Pamela Morlan (Pamela.Morlan@Va.Gov)

Pharmacy-Ken Wong (Kenneth.Wong5@va.gov)

PM&R-Teresa Canchola (Teresa.Canchola@Va.Gov)

Psychiatry and Psychology-Anthony Rodriguez (Anthony.Rodriguez3@Va.Gov)

Radiology/Imaging Services- Bradley Smith (Bradley.Smith@Va.Gov)

Respiratory Therapy- Alisa Carey (Alisa.Carey@Va.Gov) Or

Yolanda Peppermuller (Yolanda.Peppermuller@Va.Gov)

Surgery Services -Desiree Dukes (Desiree.Dukes@Va.Gov) Or

Stephen Reyes (Stephen.Reyes@Va.Gov)